



## Fort Street High School School Parents & Citizens Association Minutes of General Meeting

**Chair:** Caroline Aow  
**Date:** Wednesday 12th June 2024  
**Time:** 7:30pm  
**Venue:** Onsite and Zoom  
**Re:** General Meeting Minutes (Motions, Actions and Outcomes)

**Meeting declared open by Caroline Aow – President**

### Attendance

Elizabeth Kenyon, Kirrily Druery, Malcolm Groves, Caroline Aow, Dave Sherwin, Beatrice Shimaya, Tania Koit, Hung Ngo, Divyan Gnanasivam

Note that there are significant challenges with electronic meetings in gathering full names of attendees. As most are not members, there is no expected impact to voting.

### Apologies

None



## General Meeting Agenda

- 1 **President's welcome** – Caroline Aow
- 2 **Student Representative Council Report** – Beatrice Shimada, Divyan Gnanasivam
- 3 **Secretary's Report** – Malcolm Groves
  - 3.1 **Apologies**
  - 3.2 **Declaration of Interests**
  - 3.3 **Table minutes from last meeting**
  - 3.4 **Correspondence**
  - 3.5 **Action Item Updates from last meeting**
- 4 **Principal's Report** – Carolyn Mattick/David Sherwin
- 5 **Treasurer's Report** – Hung Ngo
- 6 **IMP Report** - Tania Koit
- 7 **Fort Fest Update** - Elizabeth Kenyon
- 8 **General Business**
  - 8.1 **Induction Cookware for Fundraising Events** - Elizabeth Kenyon  

\$300 for induction cookware for the new Rowe staffroom kitchen (for use at the IMP concerts and Fort Fest)
  - 8.2 **Up-front Costs for Fort Fest** - Elizabeth Kenyon  

Up to \$5000 for up-front costs for Fort Fest, such as purchasing merchandise, supplies and prizes, deposits for equipment hire etc.
  - 8.3 **Foundation Funding Requirements for Fort Fest** - Caroline Aow
  - 8.4 **IMP Treasurer Banking Authorities** - Caroline Aow
  - 8.5 **Acknowledgement of Teacher Activities / Achievements**
- 9 **Membership Administration**
- 10 **Next Meeting** – General Meeting – Wednesday 14<sup>th</sup> August, 2024 (Onsite and Online)



## General Meeting Minutes

### 1. President’s welcome – Caroline Aow

- Caroline welcomed all attendees and outlined the meeting.

### 2. Student Representative Council Report – Beatrice Shimada, Divyan Gnanasivam

- The Future Leaders Conference was held with 300 students from over 35 public schools in the Greater Sydney area. The event was a success with four keynote speakers and workshops facilitated by the SRC.
- Plans for the upcoming Fort Fest are being discussed. The SRC is planning to run similar games to the previous year, including activities like "Hook a Duck," spinning wheels, and trivia

### 3. Secretary's Report - Malcolm Groves

- Apologies
  - o
- Declaration of Interests
  - o No interests or conflicts raised
- Table minutes from last meeting

<b>Motion</b>	That the minutes from the previous meeting, 2024-4-10, be accepted as a true record.
<b>Mover</b>	Malcolm Groves
<b>Seconder</b>	Kirrily Dreury
<b>Result</b>	Passed

- Correspondence
  - o None
- Action Item Updates from last meeting
  - o None
- Motions moved since last meeting



#### 4. Principal's Report – Dave Sherwin

- Rebecca is currently attending the Principal's Conference and has passed on her report.
- Acknowledgement and thanks were given to staff for their ongoing commitment to co-curricular activities, including excursions, competitions, and the Future Leaders Conference.
- The huge effort put in by the SRC as a whole, but in particular the SRC Exec (Eleanor, Dante, Claire, Emma, Charlie, Jesse, Eric and Christian) to organise the very successful Future Leaders Conference was recognised.
- Worlds Greatest Shave event took place and raised in excess of \$25,000
- Increasing costs for Sport participation, driven largely by increased Bus costs. P&C agreed at the last meeting to help offset some of these costs.
- Senior Drama Product is next week (19th and 20th of June), written and directed by Owen Druery from Year 11. First time Fort St has ever produced a student written play.

#### 5. Treasurer's Report – Hung Ngo

- Healthy balance in accounts.
  - P&C Account approx \$87k
  - Uniform Shop Account approx \$100k
  - IMP Account approx \$100k
  - Term Deposit 1 \$80k
  - Term Deposit 2 \$82k
- Term Deposits rollover in June and December

#### 6. IMP Report - Tania Koit

- IMP Capital Spending plan being prepared as there is a need to build up the instrument base.
- Matt was able to pick up some instruments recently at auction: 2 Tubas, 2 Euphoniums and 2 Trombones
- Winter concert coming up on the 28th of June
- Additional Approval Authority for IMP Account
  - Authorise Emily Tse and Tania Koit with approval authority over the FSHS IMP bank account and provide online banking related to this account.
  - Require one IMP approver and one P&C approver

### Motion

That the P&C approve the above changes to the authorities to act on the IMP bank account.



Mover	Caroline Aow
Seconder	Malcolm Groves
Result	Passed

### 7. Fort Fest Update - Elizabeth Kenyon

- Core committee (Elizabeth, Helen and Emma) meeting fortnightly
- Already started meeting with SRC
- Stall requirements pretty much covered.
- Call for volunteers going out next term.

### 8. General Business

#### 1. Induction Cookware for Fundraising Events - Elizabeth Kenyon

\$300 for induction cookware for the new Rowe staffroom kitchen (for use at the IMP concerts and Fort Fest)

<b>Motion</b>	That the P&C approve the amount of \$300 for induction cookware for events
Mover	Caroline Aow
Seconder	Emma Pearce
Result	Passed

#### 2. Up-front Costs for Fort Fest - Elizabeth Kenyon

Up to \$5000 for up-front costs for Fort Fest, such as purchasing merchandise, supplies and prizes, deposits for equipment hire etc.

<b>Motion</b>	That the P&C approve the amount of \$5000 for upfront costs related to Fort Fest
Mover	Caroline Aow



Second	Malcolm Groves
Result	Passed

**3. Foundation Funding Requirements for Fort Fest - Caroline Aow**

- Holdover for next meeting

**4. Acknowledgement of Teacher Activities / Achievements**

- Dave Sherwin, Carolyn Mattick, Mr O’Neil and Rebecca Cameron for their assistance on the day of the Future Leaders Conference
- Dave Sherwin for his efforts as relieving Deputy Principal
- Rebecca Cameron for her efforts as relieving Principal
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**7. Membership Administration**

- Please see the P&C website for more information on roles, contacts and joining.

**8. Next Meeting – General Meeting – Wednesday 8<sup>th</sup> May, 2024 (Onsite and Online)**

**Meeting closed at 8:15pm**